

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Legislative meeting; visit to WV High School/ recruiting
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

Leg: Trip date: Departure City: Departure Time: Arrival City:

1	3/29/2022	MGW		CRW and return
2				
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to CRW to meet with a WV State senator on matters related to WVU and WV; visit to St. Albans High School to speak to an assembly of sophomores, juniors and seniors about the opportunities at WVU / student recruiting.	4
2	Ann Berry		AVP for University Relations/ Outreach	University Relations		
3	Bryce Kuenzel		University Relations Marketing and Outreach	University Relations		

5. Lead passenger name / cell number: Gordon Gee [REDACTED]

6. Ground transportation:

No ground transportation required.

I prefer to set up my own ground transportation.

I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Signature of WVU President, Vice President, Chancellor or designee:

AG Printed: Amy Garbrick Date: 3/28/2022

For internal use:

8. Approved by WVU President's Office: AG Date sent to LJ Aviation: 3/28/2022

Printed name: Amy Garbrick

Updated: 12/29/2014